

**Minutes**  
**County Road Administration Board**  
October 5-6, 2000  
CRAB Office - Olympia, Washington

**Members Present:** Skagit County Commissioner Harvey Wolden, Chair  
Asotin County Commissioner Don Scheibe  
Grant County Commissioner Tim Snead  
Whatcom County Council Member Robert Imhof, Vice-Chair  
Ken Stone, Cowlitz County Engineer  
Walt Olsen, Pend Oreille County Engineer  
Randy Casteel, Kitsap County Engineer  
Ferry County Commissioner Gary Kohler  
Pierce County Council Member Harold Moss

**Staff Present:** Jay Weber Jay Armstrong  
Cheryl Heinemeyer Karen Pendleton  
Chris Mudgett Steve Hillesland  
Randy Hart\* Steve Dietrich, CRAB Attorney\*\*

**Guests:** Yolanda Wilson, OFM, SACS Division\*  
Jim Whitbread, Stevens County Public Works\*  
Paul Bennett, Kittitas County Public Works\*

**CALL TO ORDER**

Chair Wolden called the County Road Administration Board quarterly meeting to order at 1:00 PM on Thursday, October 5, 2000, at the CRAB office in Olympia.

**CHAIR'S REPORT**

**Approve Minutes of July 20-21, 2000 CRABoard Meeting**

Commissioner Snead moved and Commissioner Scheibe seconded to approve the minutes of the July 20-21, 2000, CRABoard meeting. **Motion carried.**

**Approve Minutes of August 30, 2000 CRABoard Meeting**

Commissioner Snead moved and Commissioner Scheibe seconded to approve the minutes of the August 30, 2000, CRABoard meeting. **Motion carried.**

\* Present 1<sup>st</sup> day only

\*\* Present 2<sup>nd</sup> day only

## **DIRECTOR'S REPORT**

### **New County Engineer/Public Works Directors**

Mr. Armstrong announced the following changes:

Adams County – They are advertising for county engineer. Todd Obrien has been appointed director.

Asotin County – Just completed interviews for engineer.

Grays Harbor County – Mike Daniels resigned his position as director. Russel Esses remains as the county engineer.

Skamania County – There are vacancies for director/county engineer and for assistant engineer.

### **County Visits**

Mr. Weber reviewed his and Mr. Armstrong's county visits over the last three months.

### **State Auditor's Report - Counties**

CRAB has received 13 audits since the July 2000 board meeting. Specifically:

1. Okanogan County. SAO # 61478 issued on July 28, 2000 covering the period of January 1, 1999 through December 31, 1999. This audit did not detail any findings against the road department.
2. Asotin County. SAO # 61509 issued on August 18, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
3. Whitman County. SAO # 61510 issued on August 18, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department. It should be noted that Whitman County was praised for establishing particularly strong controls over federal funding within the Public Works department.
4. Franklin County. SAO # 61516 issued on August 18, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
5. Chelan County. SAO # 61530 issued on September 15, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
6. Clark County. SAO # 61545 issued on September 8, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.

7. Columbia County. SAO # 61550 issued on September 1, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
8. Lincoln County. SAO # 61557 issued on September 8, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
9. Walla Walla County. SAO # 61567 issued on September 15, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
10. Benton County. SAO # 61570 issued on September 15, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
11. Lewis County. SAO # 61572 issued on September 15, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
12. Skagit County. SAO # 61609 issued on September 22, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.
13. Jefferson County. SAO # 61625 issued on September 22, 2000 covering the period of January to December 1999. This audit did not detail any findings against the road department.

#### **State Auditor's Report - County Road Administrative Board**

Mr. Armstrong reviewed the CRAB Auditor's Report from July 1, 1997 through June 30, 1999.

### **RAP BUSINESS**

#### **Program Status Report**

Mr. Hart reviewed a one page Rural Arterial Program status report.

#### **Older Projects**

Mr. Hart reviewed a one-page RAP project status report listing projects facing design lapsing in early 2001. (Discussion was held in reference to San Juan County – who had mentioned they likely would pursue withdrawal of Cattle Point and Fisherman Bay roads. Both are RAP funded but the public does not support the required widening.)

#### **Agency Budget – Current Status**

Mr. Weber welcomed Yolanda Wilson from OFM, Small Agencies Client Services division. Ms. Yolanda reviewed handouts regarding CRAB's current budget status.

### **Older Projects (con't)**

Mr. Hart reviewed a one-page report listing projects facing construction lapsing in 2001. These projects have not been advertised for bids and face lapsing next year. Later discussions (below) on RATA fund balance will greatly affect the lapsing issue statewide

Mr. Hart introduced Mr. Jim Whitbread, Stevens County Engineer. Mr. Whitbread discussed the status of the Colville Aris Bridge replacement, Ford Wellpinit Bridge #107, Valley-Westside/Oakshot Road, and the Flowery Trail Road. He requested a one-year RAP contract extension on the Valley-Westside/Oakshot Road. He also stated that a future extension request would be made for Flowery Trail Road. After discussion Vice-Chair Imhof moved and Mr. Olsen seconded to approve a one-year extension for Valley-Westside/Oakshot Road. **Motion carried.**

### **Resolution 2000-012 – Apportion RATA Funds**

Mr. Hart presented Resolution 2000-008 to apportion RATA funds to regions. The resolution approves that the accrued amount of \$4,655,588 now credited to RATA be apportioned to the regions by the established 1999/2001 biennium percentages after setting \$139,668 aside for administration. After discussion Vice-Chair Imhof moved and Council Member Moss seconded to approve Resolution 2000-012. **Motion carried.**

### **Preliminary RAP Arrays**

Mr. Hart reviewed an overview report of projects submitted for funding in the 2001-03 biennium by region.

### **RATA Fund Balance**

Mr. Hart reviewed a RATA fund balance report. Funds currently committed to projects, if constructed according to current schedules, would spend an average of \$23,000,000 a year for the next four years from the RATA account. Revenue comes in at about \$18,000,000 a year. In order to keep the fund solvent, CRAB decided to hold the spending rate at \$18,000,000 a year. This will, however, create a backlog of funded projects that can only be reduced if future allocations are spread over longer periods.

The Board did not determine new allocation schedules for future projects. The Board did agree, however, to payout the \$18,000,000 annually by current regional apportionment percentages and allow the county engineers in each region to determine project priority for funded projects according to their regional payout limit for each of the next three years. If the regions could not agree on a regional schedule for payout to projects, then CRAB would determine the schedule. This process will be pursued in regional meetings to be held through the end of this year.

After discussion Stone moved and Olsen seconded to contact Steve as to the legality to empower staff to approve county requests for project time extensions. **Motion carried.**

### **Request for Public Hearing in January 2001**

Mr. Hart reviewed the recommended WAC changes that will be requested at the January meeting. After discussion Mr. Stone moved and Council Member Moss seconded to

approve a request for a public hearing on January 11, 2001, at 2:00pm. **Motion carried.**

## **WORK SESSION**

### **Eastern Washington Discussion**

Mr. Weber and Mr. Armstrong reviewed a handout requesting a ½ to full time satellite position in Eastern Washington. This position would be a senior level engineer who would be highly accessible to those area county public works departments and commissioners. The prime responsibilities would be networking and mentoring. A suggested location was Spokane. Mr. Weber stated that he would announce the intent to open this position at the Legislative Conference.

### **Proposed CRAB Budget (2001-2003)**

Mr. Weber reviewed the budget proposal submitted to OFM on September 1, 2000. He discussed the proposed Environmental position and the Maintenance position decision packages submitted to the Legislature.

### **Maintenance**

Ms. Mudgett began the discussion by commenting on the Blue Ribbon Investment Committee meeting that occurred on October 4, 2000, during which they reviewed the Draft Final Committee Report. The other two committees will be meeting later this month to work on their final reports. All three committee reports will be combined into the final commission report, which will be approved at the Blue Ribbon final retreat on November 28 and 29.

Ms. Mudgett then discussed how the expected Blue Ribbon Commission recommendations to the governor and the legislature will require that counties (and other jurisdictions) use their limited maintenance dollars even more efficiently than they do today. She reviewed graphs and spreadsheets containing information on county maintenance expenditures and explained that during 2001 we hope to be able to begin a major push on analyzing county maintenance needs and revenues. The data will be useful as the Blue Ribbon recommendations are addressed by the legislature. Mr. Weber added to the importance that the counties pay particular attention to how they spend their maintenance monies.

## **NEW EMPLOYEE INTRODUCTIONS**

Mr. Hillesland introduced new staff to the IS section: Mr. Jim Oyler and Mr. Brett Freier.

**Chair Wolden recessed at 4:15 P.M. The CRABoard meeting will resume October 6, 2000, at 9:00 A.M.**

Chair Wolden called the second day of the CRABoard meeting to order on October 6, 2000, at 9:00 A.M.

## **ISSUES**

### **2001 CRABoard Meeting Schedule**

After discussion, the meeting schedule for January, April, and July 2001 is approved. The schedule will be finalized at the January meeting.

### **Information Services**

Mr. Hillesland reviewed the status of mobility. He also noted the successes of the CRAB sponsored Road Design Conference in Lake Chelan September 27-29, 2000.

### **Governmental Accounting Standards Board (GASB) 34 Update**

Ms. Mudgett reviewed her slide presentation to the APWA Fall Conference September 27, 2000, and indicated that she has been asked to make a similar presentation at the NWPMA conference on October 11. She also reviewed the GASB 34 implementation schedule and answered questions posed by the Board.

### **SMS – Risk Pool**

Ms. Mudgett gave a background briefing and update on discussions that CRAB has been having with the Counties Risk Pool. The Risk Pool is interested in developing a policy regarding the use of Safety Management Systems by the counties. One goal of the Risk Pool is to create a team in each county to review accident scenes along with the State Patrol and/or County Sheriff.

### **Alliance for Safe Highways**

Mr. Weber briefed the Board on a number of calls received concerning triple trailers. He has been asked to help lobby keeping these vehicles off the roads. However, he only feels comfortable as signing on as associate member in this alliance at this time.

## **WORK SESSION**

### **Maintenance (con't)**

Mr. Weber reviewed a handout for internal use only reflecting average pavement conditions. Similar data will eventually be used by Legislature as a determining factor on how to meet maintenance needs. Discussion was held on how these averages came about and the validity of the factors leading to the numbers submitted.

### **Initiatives**

Chair Wolden requested open discussion on I-725 and any upcoming election subjects.

**Adjournment at 10:15 A.M.**

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HARVEY WOLDEN  
Chairman